

**THE STUDIO SCHOOL**  
**Board of Directors Workshop Meeting Minutes**  
**Sunday, June 4, 2017**

**Members Physically Present:** Aaron Monson, Melanie Mozingo,  
Craig Farmer, Simon Sperl

**Members Absent:** Jennie Becker (baby)

**Ex Officio Members Present:** Colleen Brennan

**Others Present:** Maria Sperl

**Agenda items for 6-4-17**

Executive Director Position posting approval

Realtor Agreement (KW)

Review other potential realtors for us (invite them to the meeting on 6-25-17)

Basecamp update

Board training in July 2017

Mail received

MEETING CALLED TO ORDER by Melanie and second by Aaron  
Common Roots will be the official meeting place for all future meetings

REVIEW OF EXECUTIVE DIRECTOR POSITION POSTING:

**Executive Director Job Description**

The Executive Director serves as the chief administrative official and startup coordinator, providing overall leadership and direction to assigned member charter schools, under the direction of **The Studio School** Board of Directors and in collaboration with all stakeholders. The Executive Director supervises the School Director (Principal), Development Director, Operations and Finance Director, Student Guidance Director, and Special Education Director of **The Studio School**.

**The Studio School** is a public charter school providing an exemplary problem- and project-based educational program for students in grades 9-12. We offer a studio-based visual arts, media arts, design, and engineering curriculum combined with rigorous, interdisciplinary liberal arts studies, and local, national, and world-wide experiential community service learning opportunities for all students, faculty, and staff. We cultivate students' capacity for creativity, curiosity, empathy, and 21st Century citizenship while supporting the development of their personal creative voice and leadership abilities.

**The Studio School** is seeking a distinguished educator with demonstrated success in leadership roles. We seek a strong leader who will manage a variety of personalities, who has a commitment to academic excellence, and an elevated awareness of current research and practice in education, technology, and pedagogy. The position requires an ability to communicate effectively in person and in writing. The position also

requires prior experience in school leadership as a division head, head of school or principal at a private, charter, or traditional public school, or in higher education, and at least five years of teaching and/or administrative experience and demonstrated success in nontraditional and/or urban school settings.

## **Responsibilities:**

### **Strategic Planning and Growth**

- Work collaboratively with the **The Studio School Board of Directors** to develop a strategic vision and implementation plan in accordance with the **The Studio School** Mission and Vision and our authorizer provisions.
- Lead the development and management of school programs, procedures, curriculum and policies in alignment with **The Studio School** organizational mission
- Build and manage a growing team of faculty, staff, and school leadership
- Develop and manage strong, centralized business functions (finance, operations, budgeting, compliance, human resources, facilities management, marketing, IT, climate) to support the growth of **The Studio School**
- Provide financial leadership and oversee the strategic growth and fundraising efforts
- Manage NEO Authorizer functions: academic, climate, operations, compliance and finance

### **Academic and School Leadership**

- Ensures that people and resources are allocated appropriately to achieve the charter goals
- Recruit and hire top talent for the school leadership and support teams; select and prepare school leaders in alignment with **The Studio School** Leadership Program's selection and training process
- Design and implement an integrated professional development program and effective accountability plans
- Build and maintain a strong, cohesive culture that reflects core **The Studio School** values and establishes regional identity
- Drive organizational alignment across the regions' schools (including curriculum and instructional alignment), and provide support systems that drive students' academic achievement and character development
- Develop a clear framework for decision-making, specifically engaging school leadership and **The Studio School** Board, to ensure that the best possible decisions are made for the region
- Manage NEO Authorizer Performance Framework

### **Administrative Team Oversight**

- Works with the School Director and **The Studio School** board to identify and develop short and long term goals

- Provides support in achieving goals
- Monitors progress of administration team toward completing goals
- Ensures whole school is considered in decision making (e.g. students in all grades, enrichment programs, community outreach and engagement, etc.)
- Ensures decisions comply with Minnesota charter school laws and regulations

### Facilities

- Reviews facility needs annually as needed and determined by the board
- Works with the board to research possible facilities and negotiates leases on behalf of the school
- Oversees facility compliance and other facility issues as needed

### External Relations

- Advocate and market The Studio School to publicly generate support for, and effectively articulate, the school's mission and values
- Develop, cultivate, and manage relationships with Board members, district and community leaders, political organizations, and leadership to develop a strong community presence, foster key partnerships, and ensure growth and sustainability
- Ensure that all key constituents are communicated with and kept fully informed on significant developments and **The Studio School** initiatives
- Create and engage in national dialogue around issues of education and the charter school movement, as appropriate
- Work effectively with local media to create a strong, positive local presence; participate in select events and speaking engagements as a spokesperson for **The Studio School**'s mission and impact

### Qualifications

- At least five years of experience with educational leadership preferred
- Knowledge of and familiarity with charter schools and their history, funding, successes, and failures; specific experience in areas such as charter school development and operations, federal grants, facilities, and education law and policy is preferred
- Effective managerial experience including measuring a team using performance benchmarks and outcomes, providing feedback, delegating, and making decisions
- Executive presence to inspire confidence and passion both internally and externally combined with the persistence and enthusiasm to lead a mission-driven organization toward ambitious goals
- Exceptional personal and written communication skills with the ability to create and deliver compelling presentations to diverse groups of stakeholders

- Proven ability to lead an organization through a strategic planning and implementation process
- Demonstrated commitment to the potential of youth to succeed in rigorous educational settings
- Entrepreneurial, forward and positive thinker with the ability to see opportunity in challenges using clear judgment, a mature interpersonal style, and the ability to drive collaborative decision-making processes

JOB TYPE: Full-time

EDUCATION: Master's degree (required); Ph.D (preferred); MN K-12 Principal's license (preferred); MN K-12 Superintendent's license (preferred)

REQUIRED EXPERIENCE: teaching experience: 5 consecutive years minimum, school leadership and/or other program administration: 5 years minimum

Position will begin Spring 2018 depending on funding. 2018-2019 is **The Studio School's** inaugural year.

**Application Deadline: June 12, 2017**

**The Studio School** is an equal opportunity employer.

Submit your letter of interest and resume to [melaniemozingo@yahoo.com](mailto:melaniemozingo@yahoo.com).

**TIMELINE:**

Melanie will email the Executive Director position to Edpost (free) today (6-4-17).

Application deadline

MOTION TO ACCEPT the Executive Director position by Melanie and second by Craig

**COMMERCIAL REAL ESTATE:**

Melanie reached out to her FaceBook Mom group.

Maria wrote an email to Edina Real Estate Title.

**BASECAMP UPDATE:**

Melanie and Colleen have used the fancy online organizer. Colleen has been organizing the checklist by monthly deadlines. Only Melanie and Colleen have access to basecamp.

Background checks, tax exempt status as a charter are currently being looked at.

**BOARD TRAINING:**

Waiting for information from Wendy Swanson-Choi about training. We must have training as a board 6 months after being seated (November 2017).

**MAIL RECEIVED:**

Melanie is passing around mail for all board members to look at and review. IRS and EFTPS documents were received.

POTENTIAL ADDITIONAL BOARD MEMBERS:

Need two more teachers: Sarah Young, Abby Cesik

Need one more parent/community member: Karen Connor, Miki Siekert, Shelly McGinnis

MOTION TO ADJOURN position by Melanie and second by Aaron 5:24p